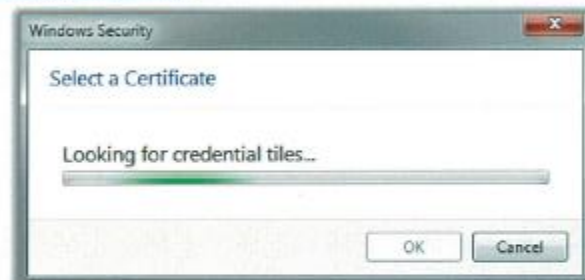



Accessing ELMS Create an Account for First Time Users First Time Login



- Enter this URL in your browser's address bar: <https://elms.usmc.mil/>
- The **Select a Certificate** window will open. The green progress bar will show the progress to the **Select a Certificate** window.



- In the Select a Certificate window, select the **DOD certificate**. Your CA number may differ from what is in the screenshot.

 If you select the DOD EMAIL certificate you will experience the issue of being prompted to enter your pin number many times after you enter ELMS. If you experience this issue, logout of ELMS and sign back in using the DOD certificate.

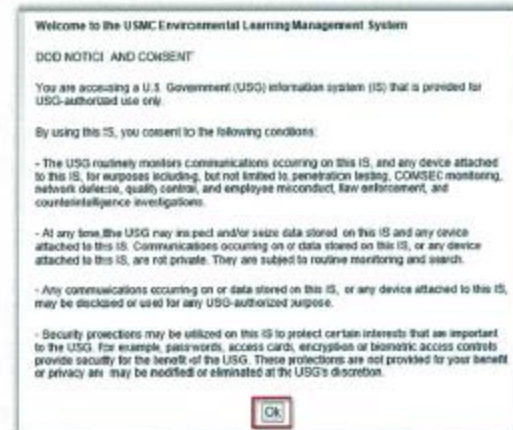
- Click **OK**.



Accessing ELMS Create an Account for First Time Users *First Time Login (continued)*




- ▶ The **Microsoft Smart Card Provider** window will open.
 - ▶ Enter your **PIN**.
 - ▶ Click **OK** and the **DOD NOTICE AND CONSENT** page will open.
-
- ▶ If you get the **DOD NOTICE AND CONSENT** page, click **OK** and the **ELMS** login page will open.

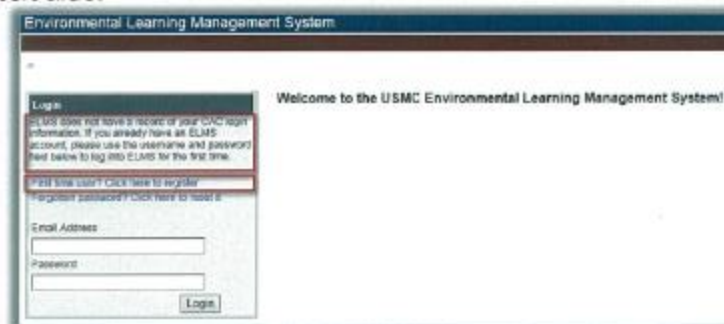


Accessing ELMS Create an Account for First Time Users *First Time Login (continued)*




- In the Login box, click **First** time user? Click here to register.

 If your Installation Admin (CETEP Coordinator) created your account, please go to the Access ELMS for Second Time Users slide.

A screenshot of the Environmental Learning Management System (ELMS) login page. The page has a dark blue header with the text "Environmental Learning Management System". Below the header, there is a "Login" section on the left and a "Welcome to the USMC Environmental Learning Management System!" message on the right. The "Login" section contains a text box with instructions: "If USMC does not have a record of your CAC sign information. If you already have an ELMS account, please use the username and password listed below to log into ELMS for the first time." Below this text box are two input fields labeled "Email Address" and "Password", and a "Login" button. There are also links for "First time user? Click here to register" and "Forgot password? Click here to reset it".

- There are **three pages** for New User Registration.

- General Information
- Duty Station Information
- Additional Information

 If you don't know all the information, you may continue with your registration. However, each time you login you will see an error message 'An error has been detected with your profile, please verify its accuracy now.' at the top of each page until all information has been entered. You will not be able to access your home page until all registration information is provided.

Accessing ELMS

Create an Account for First Time Users


First Time Login - General Information



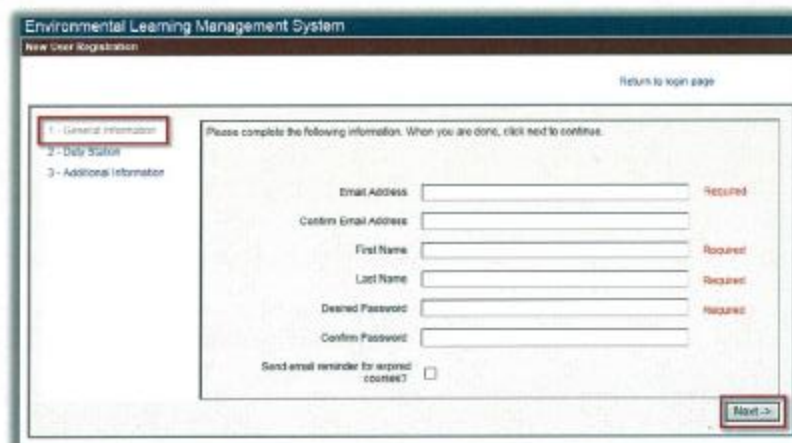
General Information

- All fields are required on the **General Information** page.

1. Enter and confirm your email address.

 You can use any email provider (i.e., .mil, Yahoo.com, gmail.com)

2. Enter your first and last name.
3. Enter and confirm your desired password.
4. Select whether you want to be informed if a class is expired and no longer available.
5. Click **Next**.

The screenshot shows the "Environmental Learning Management System" New User Registration page. The page has a dark blue header with the system name. Below the header, there's a "Return to login page" link. The main content area is titled "Please complete the following information. When you are done, click next to continue." and contains several input fields: "Email Address", "Confirm Email Address", "First Name", "Last Name", "Desired Password", and "Confirm Password". Each of these fields has a red "Required" label to its right. At the bottom left, there's a checkbox labeled "Send email reminder for expired courses?". A red box highlights the "Next" button at the bottom right of the form.

Accessing ELMS


Create an Account for First Time Users

First Time Login – Duty Station Information



Duty Station Information

6. You **MUST** select your **Duty Station** to initially create your user account.
7. Select an **Organization(s)**. If you do not know what Organizations to select, please contact your Installation Administrator (CETEP Coordinator).

 If you do not know your **organization**, you may continue with the registration; however, each time you login, you will see an error message '**An error has been detected with your profile, please verify its accuracy now.**' at the top of each page until all profile information has been entered.

8. Click **Next**.

A screenshot of the "User Profile" form. On the left, there is a sidebar with three options: "1 - General Information", "2 - Duty Station" (which is highlighted with a red box), and "3 - Additional Information". The main area of the form contains the text "Please select your duty station and applicable command. When you are done, click next to continue." Below this text are four dropdown menus, each labeled "Duty Station". At the bottom of the form, there are two buttons: "< Back" and "Next >". The "Next >" button is highlighted with a red box.

Accessing ELMS

Create an Account for First Time Users

First Time Login - Additional Information (For Military Users)



Additional Information for MILITARY users

9. Select **Yes** in the **Are You Military?** field.

Please see the following slide if you are a **CIVILIAN**.

10. Select your **Branch**.

11. Select your **Military Rank**.

12. Enter your **Building**

13. Enter your **Work Section Number**.

14. You **MUST** select your **Billet** information to initially create your user account.

Billets are not filtered to show installation-specific billets.

15. Enter your **Environmental Coordinator's Name**.

16. Select all **Practices/Activities** that apply to you; however, this is optional.

17. Click **UPDATE** to save your changes and then you will see **Update succeeded!** when your updates are done.

Required and suggested classes are determined by the Billet or Practices/Activities you select.

The screenshot shows the 'New User Registration' page in the Environmental Learning Management System. The page is titled 'Environmental Learning Management System' and 'New User Registration'. It has a 'Return to login page' link in the top right corner. The page is divided into three sections: '1 - General Information', '2 - Duty Station', and '3 - Additional Information'. The '3 - Additional Information' section is highlighted with a red box. The form contains the following fields and options:

- Are You Military?**: A dropdown menu with 'Yes' selected.
- Branch**: A dropdown menu with 'Marines' selected.
- Military Rank**: A dropdown menu with 'O-6' selected.
- Building**: A text input field with '1' entered.
- Work Section Number**: A text input field with '2' entered.
- Billet**: A dropdown menu with 'Aviation Maintenance' selected.
- Name of Environmental Coordinator**: A text input field with 'Sgt Smith' entered.
- Practices/Activities**: A list of checkboxes for various activities, including 'Aircraft cleaning', 'Aircraft combat training', 'Aircraft decoring', 'Aircraft GSE operation and maintenance', 'Aircraft maintenance', 'Amphibious training', 'Battery management', 'Boat operation/maintenance', 'Boat, ramp, dock cleaning', 'Boiler operation', 'Building operation/maintenance', and 'Bunker/evac operation'. The 'Bunker/evac operation' checkbox is selected.

At the bottom of the form, there are three buttons: '< Back', 'Update succeeded!', and 'Submit'.

Accessing ELMS

Create an Account for First Time Users

First Time Login - Additional Information (For Civilian Users)



Additional Information for CIVILIAN users

9. Select **No** in the **Are You Military?** field.

Please see the **previous slide** if you are **MILITARY**.

10. Select your **Civilian Category**.

11. Enter your **Civilian Rate**.

12. Enter your **Building**.

13. Enter your **Work Section Number**.

14. You **MUST** select your **Billet** information to initially create your user account.

Billets are not filtered to show installation-specific billets.

15. Enter your **Environmental Coordinator's Name**.

16. Select all **Practices/Activities** that apply to you; however, this is optional.

17. Click **UPDATE** to save your changes and then you will see **Update succeeded!** when your updates are done.

Required and suggested classes are determined by the Billet or Practices/Activities you select.

Accessing ELMS


Create an Account for First Time Users

First Time Login - Duty Station Home Page



- Once you click Update in your user profile. Your Duty Station's home page will open where you will find:

- Horizontal navigation bar

 You will see only the links you have permissions to in the navigation bar.

- Your Duty Station's emblem and information.

- Classroom Courses shortcut

- Downloads (if available)

- Navigation links at the bottom of the page are the same as in the horizontal navigation bar.

